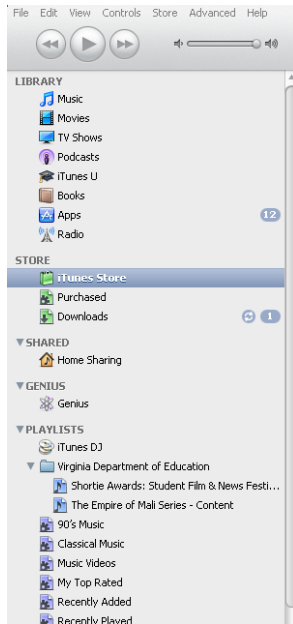


iTunes Overview

Typically when you open iTunes, it opens in the iTunes store. If you are working with young children especially, be cautious about opening it with children looking on or with an LCD projector. Sometimes the promotions are not what you want your students to see.

The left menu should look like this when you open iTunes:



To follow these directions, make sure you have the most current iTunes version. As of June 6, 2010, it is 9.1.1.12. ****Please note that as versions change, these directions may not be exact. They are different now than 3 months ago.**

How do you know what version you have?

With iTunes open, (on PC, not Mac) go to Help in the top menu bar.



Scroll down to About iTunes, which is the last item in the list.

A window will pop up to show you what version you have.



If you need to update, go to Help and scroll down to Check for Updates.

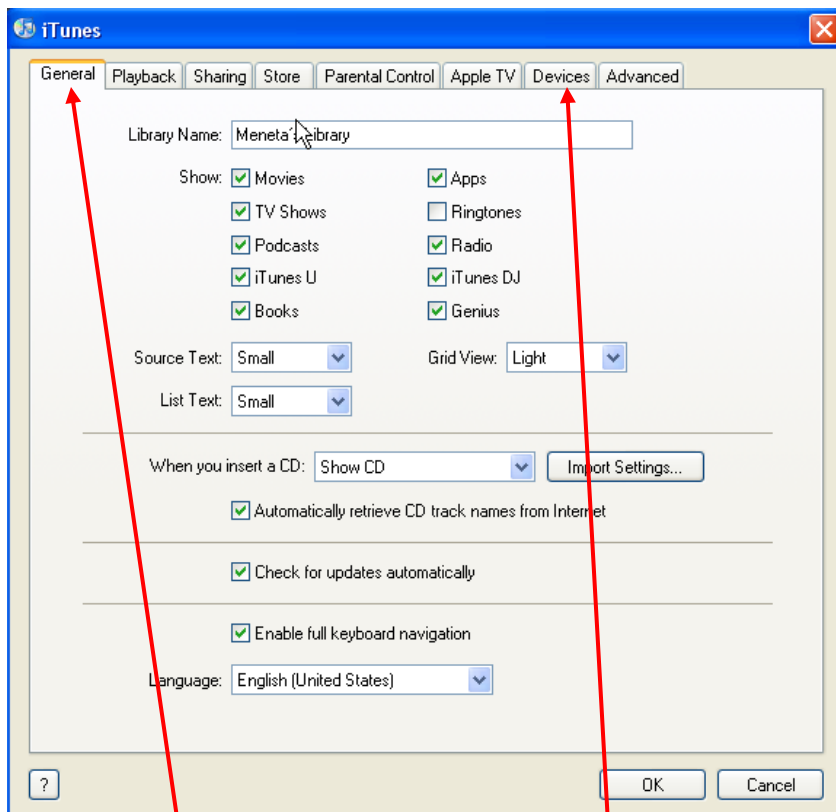


Apple Software update window appears. If it says there is an "Apple Software update" you will need to proceed with that before you can choose the iTunes update. Do the software update, accept license, skip restart of computer. Typically, you will see an update for iTunes + QuickTime and an update for Safari--UNCHECK Safari and proceed with the update. This could take several minutes. Accept license. It is ok to postpone the restart of your computer, or if you have time, restart now.

There are some other features that will be helpful to have set in iTunes as we work with the iPod Touches. These preferences will vary, depending on your situation. For example, some people keep the setting to have the iPods automatically sync. In Staunton City Schools, the teacher's computer should be set to NOT automatically sync, because the iPods are synced on a central computer. Teachers may plug the iPod Touch into their computer to add videostreaming, songs, and to move pictures of student work to their computer. In order to do this without losing all the synced content, it is important to set the preferences to NOT automatically sync.

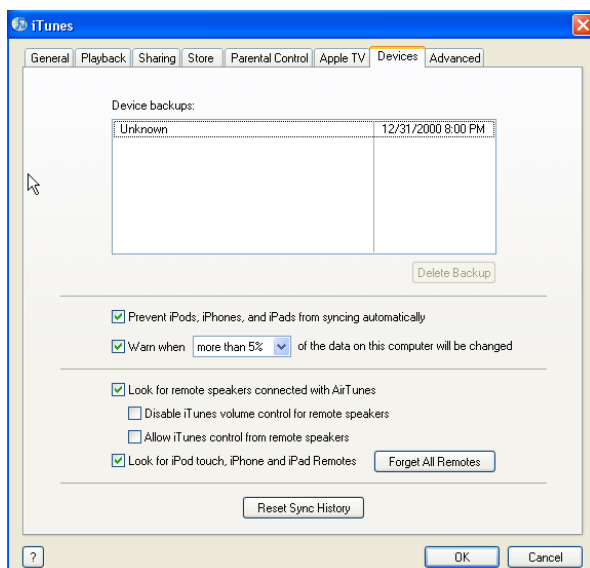
Go to Edit on the menu bar, scroll to Preferences.

There are tabs at the top of the window:



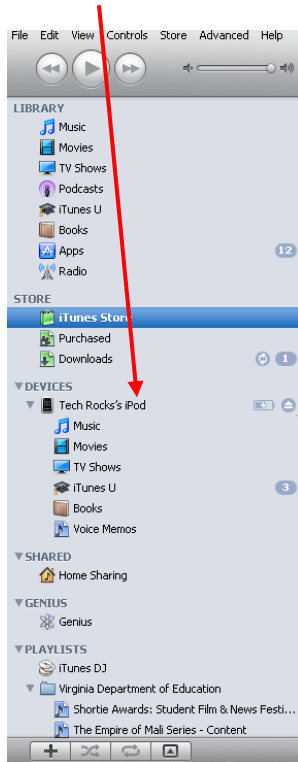
On the General tab, you might want to have Podcasts, iTunes U, Audiobooks, and Applications checked to show. These are helpful for education usage. You can set these however you like; it is really personal preference.

At the top of the new window, click Devices. It takes a moment to switch to the Devices screen.

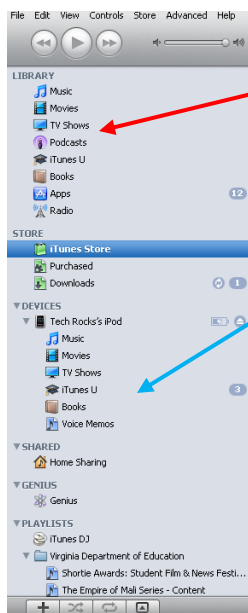


Now, with iTunes open, plug in the iPod Touch. If you see a pop-up window that says camera connected, x it out to close it.

Your device will show in the left list, probably about midway.

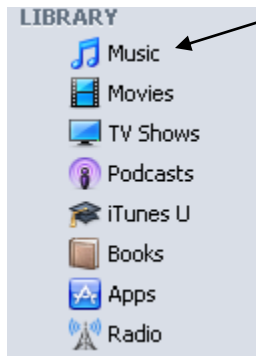


The arrow beside the name of the ipod is an eject button. You may use this button when you are finished with the iPod. The list below the iPod name is where you can see music, etc. that is on the iPod. Look in the list above your device. The top of this menu should be the main iTunes library.



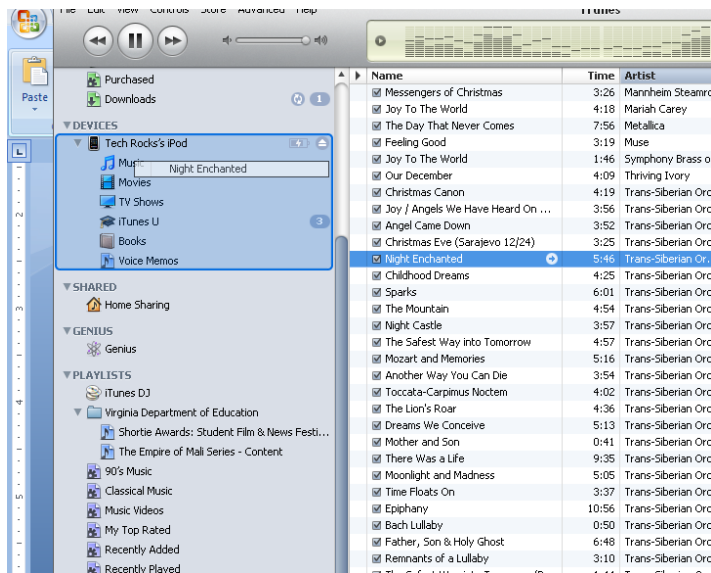
FOLDER MANAGEMENT IN iTunes

Click on music to see what iTunes music you have in your iTunes library. This is the iTunes library on your computer, not in the iPod.



Click on one item in the list. (Or hold the Control button down and choose more than one.)

Click and Drag the highlighted music to the word music under your iPod name.



When the ipod area is highlighted, let go. This places the music on your iPod Touch.

You can repeat this process with items in the iTunes library such as video, audiobooks, and iTunes U content.

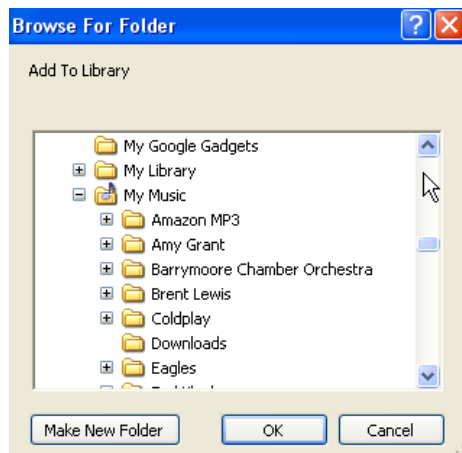
Apps or Applications will not transfer by folder management.

Let's suppose that you don't have music in iTunes, but you have music in Windows Media Player.

You can import the music to iTunes to be in the library and then added to your iPod Touch.

Go to File and choose Add Folder to Library or Add File to Library, depending on whether you want one song or a whole folder of songs.

In the pop up window, if you do not automatically see My Music, navigate to My Documents, then My Music. Your Windows Media Player files are stored here.



Choose the file or folder and click Ok, then repeat the steps above to locate it in the iTunes library and drag it to the iPod Touch.

When you add files to the iPod Touch, the iPod will go through a short Sync to officially add it to the iPod. It will not do a full sync, so you will not disturb the content on the iPod.

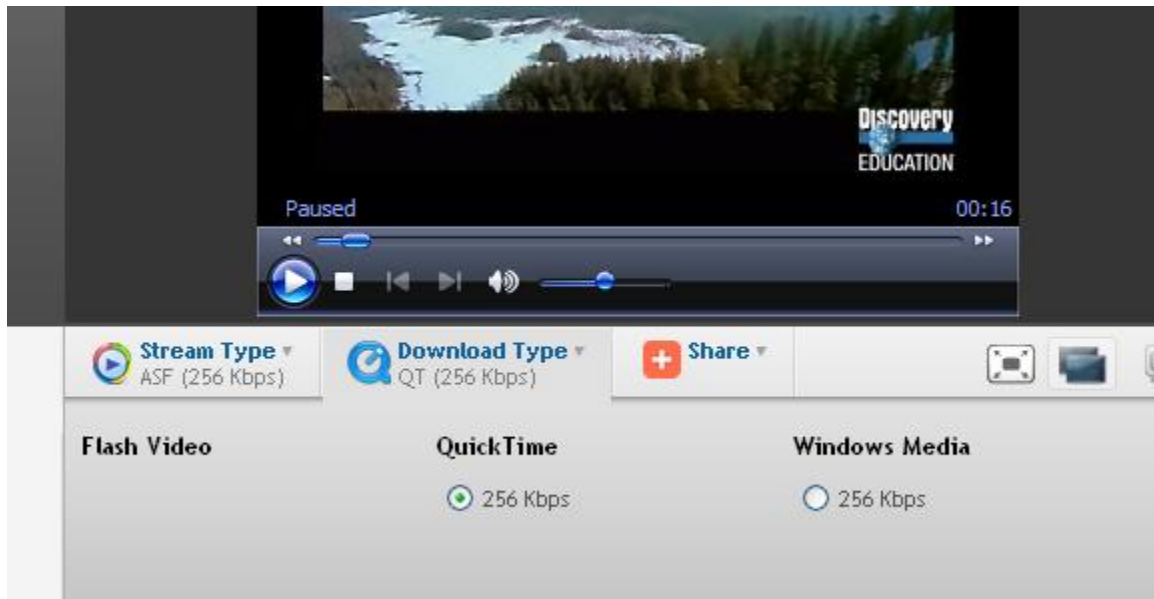
Typically, if you plug in the iPod and allow it to sync to a different computer, it will erase the content and replace it with content from that computer, but this short sync will not hurt it. Remember to have the iTunes preferences set to NOT automatically sync ipods

You can also add videostreaming to the iPod Touch.

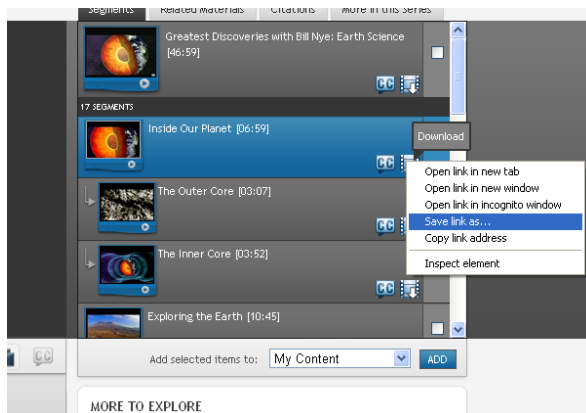
Videostreaming directions:

Videostreaming (Discovery Streaming, formerly Unitedstreaming) to the iPod

1. Login to your Discovery account
2. Locate video
3. **Under the video window, change the Download type to Quicktime. When you are finished with the download, you should change it back, if you typically stream and use Windows Media Player.

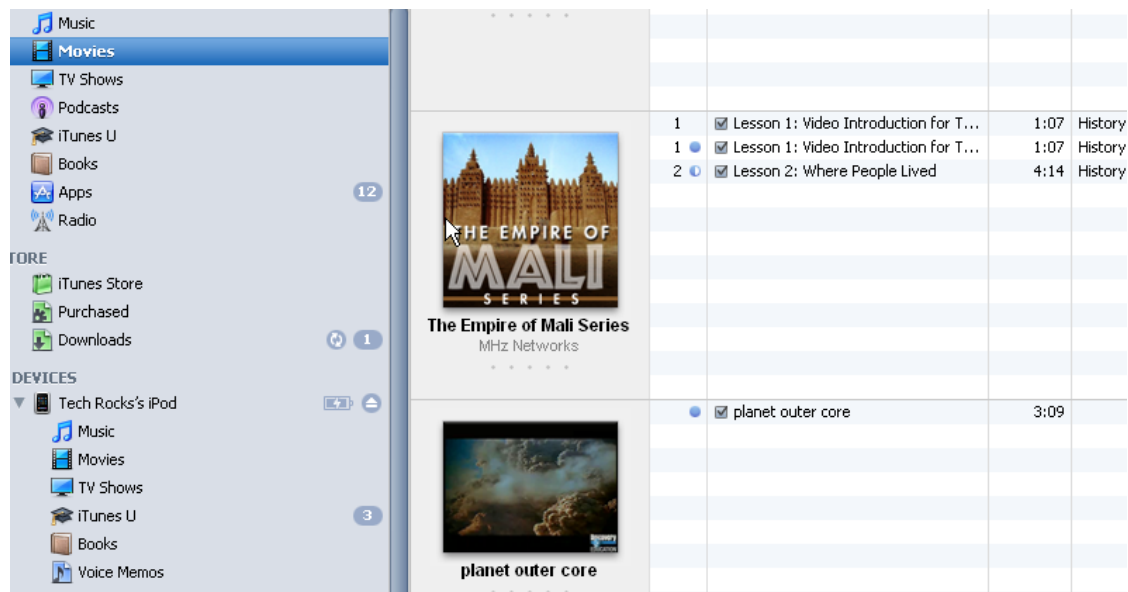


4. Download the video clip (right click on the filmstrip beside the clip and choose Save Target As or Save File As, depending on your browser, name the clip and choose the location to save it).

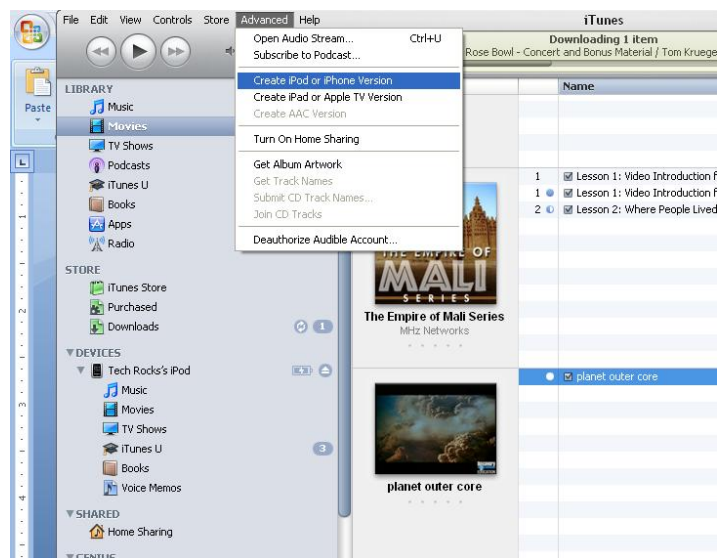


5. Open iTunes
6. Go to File in the menu bar
7. Choose Add File to Library

8. Navigate to the file
9. Select the movie
10. It should appear in Movies under Library in the left menu bar in iTunes

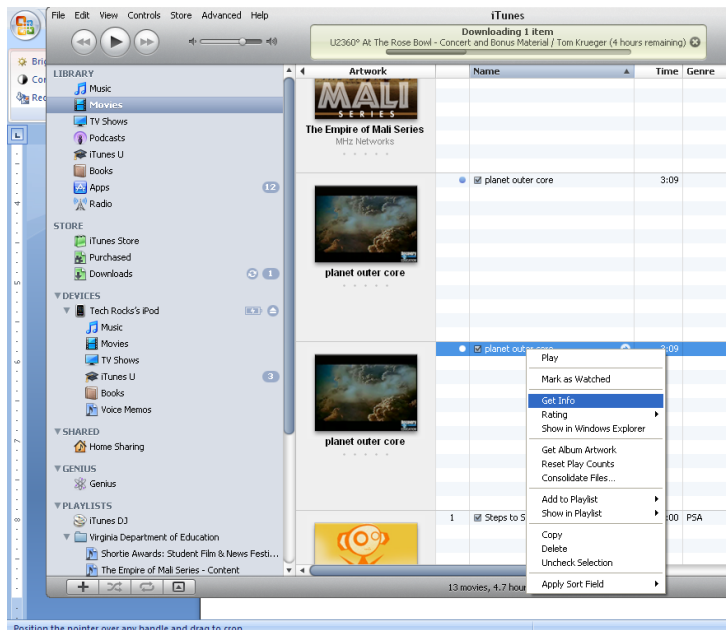


11. Click once on the file name, then in the Advanced menu at the top, select Create iPod or iPhone version

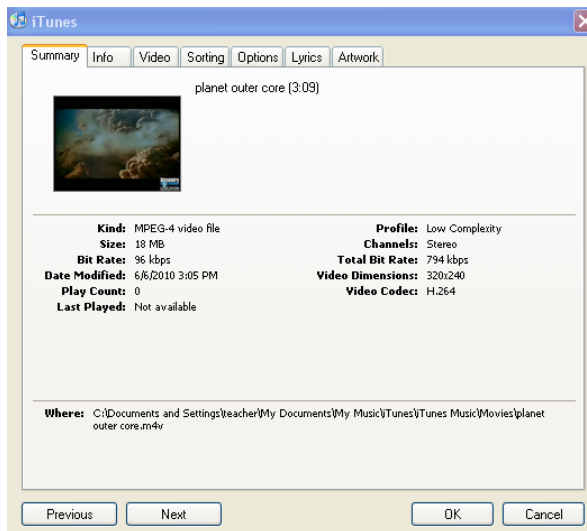


12. This process will take a while! It took several minutes to convert my 8 minute clip.
13. You can monitor the progress by looking in the Playlist in the left menu.

the title and choose Get Info to see which file to delete.



The file that goes on the iPod is an MPEG-4 file and the original file is a Quicktime file. Delete the Quicktime/original file, unless you want to play it on your computer as well as move the other file to the iPod Touch.



17. With the iPod plugged in, click and drag the file to highlight the iPod name, just as you would to move a music file.

18. Voila! You have a video clip on the iPod for students to view individually or in partners.